Monograph No. 1

Vocational Rehabilitation
Series No. 1

To the Disabled Soldier and Sailor in the Hospital

ISSUED BY THE
FEDERAL BOARD FOR VOCATIONAL EDUCATION

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All disabled soldiers, whether in or out of the hospital, should address their communications either to the Federal Board for Vocational Education, Washington, D. C., or to the district office of the Federal Board of the district in which he is located. The district offices of the Board are located at the following points, respectively: Boston, New York City, Philadelphia, Washington, Atlanta, New Orleans, Dallas, St. Louis, Cincinnati, Chicago, Minneapolis, Denver, San Francisco, and Seattle.

TO THOSE WHO HAVE BEEN DISABLED IN THE WAR.

The Object of this Pamphlet is to Inform All Those Interested as to What the Federal Board for Vocational Education Can Do for Those Disabled in this War.

What are your present circumstances, you who have returned from the battle field wounded more or less seriously, or you who have lost a limb, or you who have been handicapped by disease contracted in the service? You had thought of dying and you find yourself living, happy to be in this quiet hospital.

Yet, as you are about to taste the unalloyed joy of being alive, you suddenly remember your wounds, your disability, and you say to yourself: "No, I am not as I used to be; without doubt, my future is wrecked; what am I to do now?"

"What am I to do now?"—that is the question we want to answer.

If, in your opinion and in that of those looking after you, your injury is such as to allow you to take up again your former occupation, *in your own interest* do so. You will most probably be more efficient in your previous calling, even though handicapped, than you would be in a newly acquired one. If you can be helped by training before returning to your old occupation, Uncle Sam will provide it for you through the Federal Board for Vocational Education. That Board will also help you to get employment.

If, however, you have been so unfortunate as to have lost a limb or to have received a grievous wound or be suffering from some other disability and are forced in consequence to take up a new vocation, to whom will you address yourself for guidance in the choice and carrying out of such reeducation?

This question which so many before you have asked of themselves and which we have helped solve, and which you ask of yourself in your turn, perhaps at this very moment—is the question which we propose to help you in solving.

Have you heard of the Federal Board for Vocational Education, which was founded by Uncle Sam almost two years ago

to train people for their work in life and to which Uncle Sam has entrusted the sacred task of also training and placing disabled soldiers and sailors in suitable employments? This Board has its headquarters at Sixth and E Streets, Washington, D. C., and its offices are open daily from 8.30 a. m. to 6 p. m. The Board has branch offices in each of the following cities:

Boston, Mass., room 433, Tremont Building.
New York City, room 617, 280 Broadway.
Philadelphia, Pa., Penn Square Building, 1416 South Penn Square.
Washington, D. C., Baltic Building, 606 F Street NW.
Atlanta, Ga., Candler Building.
New Orleans, La., 822 Maison Blanche Annex.
Cincinnati, Ohio, 906–907 Mercantile Library Building.
St. Louis, Mo., 517–521 Chemical Building.
Dallas, Tex.
Denver, Colo.
Chicago, Ill.
Minneapolis, Minn.
San Francisco, Cal.
Seattle, Wash.

Through this Board you can get information or service either from the central office or from any one of these branch offices. Should you apply in person, or should you write a letter it will be given prompt attention.

Through this Board and its branch offices Uncle Sam guarantees to every man disabled in the war under circumstances entitling him to benefits of the War-Risk Insurance Act, the benefits of such of the following services as he may require: Vocational advice and assistance in selecting a suitable occupation; help in returning to the old occupation again if advisable; support while in training for a new occupation or for greater proficiency in an old occupation; a course of preliminary training; a period of probationary employment; permanent employment in a desirable position; and follow-up work to protect him from mistakes and exploitations.

For this program Uncle Sam has provided liberal funds. The Federal Board for Vocational Education, as his agent, is anxious to get in touch with you and be of every possible help to you in restoring you to civil life and profitable and happy employment in the years to come.

As you will see, the Federal Board stands ready to give you training, if you need it, for any occupation for which you, with your disability, may be fitted along professional, agricultural, commercial, industrial, or trade lines. So anxious is the Government to give each disabled man the widest possible opportunity, according to his handicap and his previous experience and ability, that it is ready to use all the existing educational

facilities of the country, including those to be found in schools, offices, farms, and workshops.

Rest assured, you disabled who read these lines, that on the one hand what the Federal Board has done for other disabled soldiers and sailors it desires to do for you; and that on the other hand it is to your interest to have recourse to these services.

The Board will have vocational advisors in the reconstruction hospitals of the War and Navy Departments. These advisors will be anxious to talk to you as soon as it is apparent that you are to be discharged from the service because of your disability. Tell them about yourself as freely as you would talk to your best friend. If you are already out of the hospital when you read this, go to the central office of the Board in Washington, or to the district office in one of the cities as above given, and talk with those in charge. Speak to them regarding your present condition and seek their advice regarding your future. You may be assured they will give you a cordial reception and will do everything possible to assist you.

If you are out of the hospital and it is not possible for you to go as far as the central office or district office, write, stating what you are thinking about as to your future and what you are interested in. Inquire what can be done for you. You will always receive an answer *which will be guided by the friendliest consideration of where your greatest good may lie* in order to help you into that path.

One's duty is never done too well. For this reason the Federal Board seeks you at your bedside in the hospital. The Board has the firm desire to do everything in its power to relieve the present of all worry and misgiving concerning your future.

If you are interested in the foregoing, you will want to read the remaining pages of this little pamphlet, which will give you a great deal of information and no doubt answer many questions which occur to you daily.

HOW THE DISABLED MAN CAN GO OVER THE TOP INTO CIVIL LIFE.

Why do I want to "go over the top" into civil life?

Because I am either a soldier or sailor of the best country in the world. While fighting for my country and all she stands for I received the disability that makes it necessary to discharge me from the service and make me a civilian again. But "there is a whole lot of man left in me yet," and I am deeply interested to learn how I can make the most of myself as a returned soldier.

What do you mean by "going over the top" into civil life?

It means that before he goes back to life as a civilian a fellow can get advice and training and placement in good employment from Uncle Sam. Armed with this and his own pluck as well, he can get and hold as good or better job than he had before he went to war.

As a disabled man of my great country returning to civil life with a proud record, what do I owe myself as a man and as a citizen?

You enlisted for the duration of the war, an indefinite period. It was to be until you, together with the rest of us, had made the future of the Government safe. If you were "back there" you would not think of going home except on a furlough until the final victory. Now that you are about to get your discharge from the Army you think the war is over for you, but Uncle Sam, through the Federal Board, has another idea about that indefinite period, "the duration of the war." So far as you are concerned, he doesn't want you to go home, except on a furlough, *until the Government has made your future safe for you.*

As a disabled man discharged from the service, what help may I get from my country in making the most of myself?

Uncle Sam proposes to help you reestablish yourself in civil employment as an independent worker, with every opportunity for advancement. The Government has provided hundreds of courses, among which there is one precisely suited to meet your needs, one in which you may become 100 per cent efficient, whatever injury you may have suffered.

Do many fellows "go over the top" into civil life in good shape?

Do you know that most of the men who have taken vocational training in France got better jobs than before they went into service? Some of them got into jobs they never dreamed of before just because of this overhauling, which they'd never had because circumstances had compelled them to take the job that offered.

Hear this from the Director of Vocational Training, Canada:

> We have a number of men who were merely common laborers before the war and have through retraining been enabled to take positions of responsibility requiring not only skill but, what is more important, judgment. For instance, we have a man who was a teamster. We trained him as a machinist at McGill University and he went to the Dominion Bridge Co. after graduation and was within six months a foreman. We have other men who were mechanics or in some low-grade occupation and are now in responsible positions as secretaries, etc., with salaries up to $200 a month.

In England there is a one-armed telephone engineer who was a butcher before the war; a hand bootmaker with no legs who used to be a laborer; a blind waiter who became a masseur; an armless carpenter who is now a building inspector; and an armless bricklayer who is manufacturing aeroplanes; a clerk who lost his left arm and his right hand has now become a draftsman; an office boy with his toes gone is now a chauffeur; and a laborer with both legs paralyzed learned to run 20 looms unaided.

Into what kinds of positions do the fellows go whose countries are helping them "go over the top" in such fine style?

Many thousands of wounded and otherwise disabled men have been trained and placed in new occupations in France, Italy, Belgium, England, and Canada. The list of occupations for which instruction has been given is too extensive to present in full in this brief pamphlet, but these occupations include such things as: Professional occupations, such as those of law, medicine, teaching, engineering, and even theology; agricultural occupations, including professional agriculture, forestry, farm management, general farming, dairying, beekeeping, poultry raising, swine herding, truck gardening, horticulture, farm mechanics, and many other lines too numerous to mention here; commercial occupations, including not only shorthand, stenotypy, typewriting, bookkeeping, and general accounting, but also Civil Service positions, telegraphy, salesmanship, insurance, and banking; and trade and industrial occupations, including not only those found in the well-recognized trades like the metal trades, the wood-working trades, the building trades, the electrical trades, the automobile trades, the textile

trades, the transportation trades, the chemical trades, the shoe-working trades, the clothing trades, and others, but also many highly specialized occupations so characteristic of modern industrial life, such as autogenous welding, electric welding, wireless operating, shipbuilding, moving-picture operating, etc.

If you are interested in getting an extensive catalogue of occupations for which disabled men have been trained and placed, you can secure the same by getting in touch with the Federal Board for Vocational Education in the way pointed out on page 15 in this pamphlet.

The Federal Board is not only prepared to train for all such occupations as those in which instruction has been given successfully in other countries, but because of the wider variety of occupations in American life it is prepared to train for a great many more occupations than have been offered in other countries. In the case of each man, the whole matter should start with his own interest and preference and previous experience and ability as well as his existing handicap. This means a conference between the man and the representatives of the Federal Board.

Why is my country so anxious to help me "go over the top" into civil life?

It wants to conserve you as a part of its precious man power. Every man restored to profitable occupation is an asset, and hence a relief to the Nation. Every man who fails to contribute to production is a liability, and hence a burden to the Nation. After the war the country is going to have a big enough burden trying to get back into its ordinary channels all the money and machinery it had to divert from them to carry on the war. Don't add to her burden by being just one more man diverted from industry who does not get back again. Take your place and carry on. The country does not owe you a living now any more than before. But it distinctly owes you a better opportunity to make one, if you have been handicapped for the battle of life by fighting her battle at the front. This it offers you in a better way than ever before devised.

Do you think that a man with my previous experience and disability can "go over the top" successfully?

Investigations of the Federal Board have shown that no profession or trade or occupation is too difficult for a disabled man provided he has the ability to fill it and the grit to prepare himself to conquer it. You, too, can conquer it and get the ability to fill that position which is waiting for you. Offset your disability by acquiring greater technical skill than you had before you entered the service, or by

acquiring a new occupation to take its place. Make yourself worth more above the neck than you ever were before, and it won't make very much difference even if you are worth less below the neck. Quit thinking minus and begin to think plus.

The Federal Board for Vocational Education has a proposition to make to you: Use that handicap you got in the service for your own service. Make it the means of your being even more effective than you were before you entered the service. Lots of men have done it, and you can do it. The Board will show you how.

How will Uncle Sam help me, through the Federal Board for Vocational Education, to determine what I should do to "go over the top" most successfully?

If you elect to take this opportunity to retrain which the Government offers you, you will be advised in regard to your future occupation. Your wishes and temperament and ability will be consulted, of course. It is the intention of the Board to encourage initiative and individuality in every way possible. No words need be wasted on that part of it, but some few may be necessary to point out that the opinion of the vocational adviser, representing the Federal Board, as to the *kind* of future occupation which lies within your abilities is at least as reliable as yours and by working together the two of you should arrive at a wise decision.

It often happens that it is wiser to train a man for a new vocation than to try to fit him to keep on with the old one. In that case, it may happen that you will not want to do what the vocational adviser thinks is best. Well, give him a chance to show you. If he proves mistaken and you prove in the right, you can take up the occupation that you proposed in the first place. It is your interests which he has at heart and he is here to look out for them. But he has many factors to help him make up his mind about your job which you do not at present possess and which he will be glad to tell you about.

His job is to see that you go into a growing, rather than a waning trade. Also, there may be some occupation for which you are suited in which the training would be shorter and easier, but in which regular employment is doubtful. Remember that he knows the entire field and you know only a part of it. His duty is to see that you go into permanent employment. Again, there may be occupations which seem particularly desirable to you but which are subject to local and seasonal fluctuations. He will steer you away from them and into a position where

you need not be out of work a portion of the year because the shop you fitted yourself for has temporarily shut down.

Lastly, there are some occupations which, because training for them is short and easy, will tend to become overcrowded and to pay less wages. Remember that the vocational adviser will look out for your interests and he merits your entire confidence. The Government has been fitting him to give you advice with all the resources in its power, and he has at heart your interests and those of no one else.

If I can follow my old occupation successfully and want to go back to it, what help will Uncle Sam give me through the Board?

The Board will help you to find suitable employment at a just wage with an employer who is interested in you not only as an ex-soldier but as a workman whom he proposes to give every chance to do his work successfully and to prepare for advancement and better wage.

If I can go back to the old position or another one in the same establishment and my employer promised to take me back into his employ when I returned, how will the Federal Board help me?

As your official friend, the representative of the Federal Board will be glad to write your old employer, calling his attention to your case, recalling his promise, describing your disability, stating your desire to return to his service, and asking him to reemploy you as per the understanding you had when you left for the front.

If I could follow my old occupation but need the help of more training before going back to it, will Uncle Sam give me this needed instruction?

Yes; the Federal Board will provide the instruction for you. It believes that it is the duty of the Government to help you to realize your full capabilities, and training may be necessary—and usually is necessary—to accomplish this end with a disabled man. The Federal Board also believes that, as a disabled man, you are entitled to all the training necessary to fit you to compete successfully with a normal workman under normal conditions. This means training of the head as well as the hands in order that you, with your handicap, may meet competition successfully, get a steady job, and win promotion.

If I need training for a new occupation, will Uncle Sam give it to me?

Yes; and Uncle Sam will pay for it. By an act of Congress, the Federal Board is required to provide a course

or courses of instruction for a new occupation elected by a disabled man who is not able to follow his old occupation successfully and must be trained for a new one.

If I never had an occupation or if I was a student when I enlisted, will Uncle Sam provide vocational training for me?

Yes; just as in the case of any other disabled man needing training for some self-supporting occupation or profession.

There are many unskilled occupations into which I could go and where as an ex-soldier or sailor I should be gladly received. Why not take one of these and not bother about training?

The worst mistake a disabled man can make is to drift into a low-grade, unskilled occupation. Without any training he must compete with a normal man in a line of work where brute strength and physical fitness alone count. There can be no doubt as to the outcome when work gets slack. Most disabled men returning from war can not rely solely upon their compensation under the War-Risk Insurance Act to support them, particularly if they have dependents, nor was it intended it should do so. Every consideration requires that he should secure permanent employment at a desirable wage in the position for which he is best fitted or for which he can become best fitted. Otherwise, his career will consist of alternate periods of more or less undesirable employment, idleness, trying to live on his pension, and picking up an occasional job. No self-respecting veteran of this great war can afford to be placed in this position. There is only one escape, and that is to make your future safe for itself, if you need training, by taking it from Uncle Sam, through the Federal Board, before you go home to stay.

I know fellows who are holding war jobs at good wages. Why not take one of these now and not bother about training?

The temptation to do this is very strong while war prices prevail, especially as pay is high because there is a lack of help and the kind of help you can give will not be looked at too closely. But jobs commanding war prices and employing large numbers of partly skilled or unskilled hands are not always going to exist. They are soon going to shrink to normal conditions. What then? The answer is unfortunately very simple, although it will be fortunate for you if you are convinced by it and see in time that it is true. *The law of supply and demand is not going to stop working because you have been a soldier and have incurred a disability in defense of the country.* If there is only paying work for so many hands, the supply of hands must be cut down. When this happens, if you can't turn out as

much or as good work as a sound man the sound man is going to keep his job and you are going to lose yours. That means you will be out of a job, and you will become discouraged as you go from one job to the other and meet with rebuff after rebuff.

How may I get training by the Federal Board?

Any soldier or sailor disabled not by reason of his own wilful misconduct, whose disability is severe enough to be really a handicap in securing employment, is eligible for training. To prove your eligibility you must fill out Bureau of War-Risk Insurance Form 526, which is an application for compensation. This application will contain all the evidence needed to determine whether or not you are eligible for compensation and therefor eligible for training. This application must be delivered to the Federal Board or one of its representatives or sent directly to the War-Risk Insurance Bureau. Upon its receipt it will be carefully examined to determine whether or not you may be trained. If so, immediate steps will be taken to provide for you any training for which you have applied and which has been approved by the Federal Board.

While I am in training who will pay for my instruction?

The Federal Board for Vocational Education will bear the entire cost of your training. It will pay for your tuition; it will furnish you with books and other necessary supplies; and it will pay all other expenses that may arise in connection with your training.

What support shall I get as a student while I am in training?

During the time you are following a course of instruction with the Federal Board you will, if you are a single man without dependents or a man required by his course of instruction to live apart from his dependents, be paid by the Government at least $65 per month. You may be paid more. If, for example, you received more than $65 per month as pay for your last month of active service, you will receive this same pay during your entire course of training. Furthermore, if your disability is such that your monthly compensation under article 3 of the War-Risk Insurance Act is greater than $65, you will, of course, continue to receive this sum, whatever it may be, during your entire course.

If you are married, you and your wife together will receive $75 per month from the Government, provided you live together while you are taking a course of instruction. If your course is such that you must live apart, the Government will, as has already been stated, pay you $65 per month and your wife $30 per month. The larger your

family the larger the amount paid by the Government for its support, whether living with you or separately from you while you are being educated.

Any representative of the Federal Board at a hospital or at the central office or at a district office of the Board will be pleased to tell you the exact amount you and yours will be paid if you will state orally or by letter the size of your family.

The basis for a man's support will always be the total amount which he receives from the War-Risk Insurance Bureau for all purposes, including pay, compensation, or insurance. When the amount paid by the Bureau to a disabled man under the War-Risk Insurance Act and the Vocational Rehabilitation Act does not equal the minimum amount guaranteed for the support of the man as above indicated, the Federal Board will supplement the payments of the Bureau to the extent necessary to meet such guarantee.

It must also be remembered that in the case of a commissioned officer undergoing training the support paid by the Government will always be the pay for the last month of active service, an amount always in excess of the minimum guarantee of $65 per month.

For what occupations will the Federal Board be willing to train a disabled man at Government expense?

If he needs to be trained for an occupation, the Federal Board will train the disabled man for any occupation which he desires to follow, provided his previous experience and ability are such that he can do successful work in the occupation and provided it is possible for the Board to secure anywhere, in school or shop or farm or office or elsewhere, the facilities necessary to train him successfully for the occupation.

Who will take care of my dependents while I am in training and what support will they receive?

The same allowance and allotment will be paid to your dependents as was paid to them while you were in the active service. If you are married, your wife will receive $30 a month. If you have a wife and child, they will receive $40 a month, and $10 will be paid for each additional child up to three. If you have a mother dependent upon you, she will receive the same amount she received while you were in the service.

If you were a commissioned officer, you will be expected to maintain your dependents out of the amount paid to you while you are undergoing training, which will always be your pay for the last month of active service.

What will be the difference between my support while in training and my compensation under the War-Risk Insurance Act?

While you are taking the course you will be rated as a temporary, total disability, for the reason that you will be earning nothing during this period. If you do not follow a course of instruction with the Federal Board, your rating will depend on your physical condition, and your compensation under the War-Risk Insurance Bureau will be adjusted accordingly.

If you take the course of training, you are guaranteed not less than $65 a month for your own support. In most cases your compensation under the War-Risk Insurance will be less than half of this amount. Furthermore, the allowance for your dependents continues while you are in training with the Federal Board the same as if you were in the active service. This is not true if you do not elect to follow a course.

If you are interested, you may get the exact figures regarding your particular case from any representative of the Federal Board or by correspondence with the district or central office of the Board.

Will the support received by my dependents while I am in training be continued after my instruction is completed and I have entered upon employment?

No. The Government expects to train you so well that you will earn more money after your instruction is completed than you did before you entered the Army. In order that you may be trained, the Government has arranged to support your dependents while you are following a course and earning nothing. When your instruction is completed, however, and you are trained so that you can again earn good wages the payments to your dependents will stop. As pointed out on p. 13, allowances to your dependents are continued after your discharge from the service only in case you elect training with the Federal Board.

If the nature of my disability is such that I not only receive compensation under the War-Risk Insurance Act but also in addition an annuity under my insurance policy, will the Government take into consideration my annuity in providing the minimum guaranty of $65 per month for my support while in training?

The minimum amount of $65 is made up from payments by the Board to supplement compensation paid by the Bureau in cases where this compensation is less than $65. The Board's payments for support are restricted to those

cases where the man has no other financial support than his compensation received from the Bureau. If in the opinion of the Board the annuity received by you makes it unnecessary for the Board to supplement the amount paid to you by the Bureau as compensation, no supplemental payment will be made by the Board and the amount paid for your support will in that event be the compensation received from the Bureau as compensation and your annuity under your policy.

In what manner does the Federal Board go about training me for an occupation?

As soon as the Army authorities have decided that any disabled man is to be discharged from the hospital and returned to civilian life, it becomes the duty of the Federal Board, through its vocational advisers in hospitals, to deal with the problem of training him and of placing him in civilian employment. This task involves five possible steps:

Election by the disabled man of a course of training.

Preliminary training to fit him for a definite occupation or pursuit.

A probationary period of employment in that occupation or pursuit.

Placement in suitable employment in the occupation or pursuit.

Follow-up work to safeguard his interests.

I want training. How shall I get it?

Ask the help of the vocational adviser representing the Federal Board who may be at your hospital. Ask him for copies of the publications of the Federal Board in which you may be interested. He will tell you all about them, particularly about the monographs giving information about the various occupations and groups of occupations. He will furnish you information about your compensation and how to go about making your application for this compensation so as to establish your right to compensation and your eligibility for training by the Federal Board. If you have no contact with the vocational adviser in the hospital, you probably will find other publications of the Federal Board in the hospital library. In addition, you should write the office of the Federal Board in the district in which your hospital is located, or in which you are residing as a civilian, stating your case and asking for information and advice. You will receive a ready response from the agents of the Board.

A MESSAGE TO EVERY DISABLED SOLDIER.

[From Surg. Gen. Gorgas, United States Army.]

"More than chevrons, bars, or insignia, the marks of battle which you bear, sacred symbols of your service to a high cause, have given you a rank among your fellows. That rank makes you forever one of those to whom the Nation shall always look for future sacrifices as noble as those you have already made and for future achievements worthy of your past.

"No matter what has befallen you, you are still a soldier. Although you have returned from the front you have to fight foes more worthy of your steel than the Germans—discouragement, loss of ambition, readiness to accept the easiest way, reluctance to play your part in the peace world. We know you will conquer these enemies.

"Your country needs you yet to fight the battles of peace.

"You are still one of the world's workers. In spite of your handicap you can produce with hand or with brain just as much as the next man. Your country needs soldiers in the great army of workers.

"You will not have to go it alone. The Government and the Red Cross will see you through. The Government will restore to you the use of injured members, it will teach you a trade, it will give you an opportunity to earn your living as before—perhaps better than you did before. And all along the line the Red Cross will be with you and your family.

"We have pledged our faith in you. We are for you and with you always."

But after the fires and the wrath,
  But after searching and pain,
His mercy opens us a path
  To live ourselves again.

—The Choice,
By Rudyard Kipling.